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Date: 10-17-76 By: 36

31 December 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for Week Ending 31 December 1953

25X1



2. Staff Items of Interest

25X1A2D1 a. Project [redacted] (continued item)

25X1X4

Action is being taken with the contractor to expedite the delivery of the remaining [redacted] to be utilized in support of this project. It is anticipated that complete delivery will be made by 18 January 1954.

3. Administration

a. Personnel Report - (continued item)

Personnel report of the on-duty strength for the week ending 31 December 1953 is [redacted]

25X9A2

4. Transportation Division

a. Operational Statistics, Week Ending 31 December 1953 - (continued item)

(1) Trucking Operations:

- (a) Tonnage Moved - 13 tons (out of town)
- (b) Total Truck Mileage - 8,084 miles

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Transportation Division - Operational Statistics - Continued

(2) Cargo Operations:

- (a) Total Air Shipments - 22
- (b) Tonnage Moved - Air - 1.7 tons
- (c) Total Surface Shipments - 76
- (d) Tonnage Moved - Surface - 35 tons

(3) Personal Property Shipments:

- (a) Incoming Personal Property - 13
- (b) Outgoing Personal Property - 11
- (c) Incoming Privately-Owned Automobiles - 1
- (d) Outgoing Privately-Owned Automobiles - 4

5. Supply Division

a. Unit Price Revision - (new item)

All unit prices of items presently carried in inventory are in process of review. All available sources of pricing data will be screened in an effort to determine an accurate price for each item in Agency stocks.

6. Procurement Division

a. Contract Documents and Requisitions - (continued item)

(1) Contracts

<u>Contractor</u>	<u>Commodity & Quantity</u>	<u>Dollar Value</u>
25X1A5A1 	Equipment for base station	\$ 1,771.
	Line sampling device	4,965.

(2) Requisitions - By Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	6	5	112	258	381
Received	17	18	20	51	106
Completed	19	12	7	125	163
Pending	4	11	125	184	324

25X1A1A

Ant.Oblig.

JAMES A. GARRISON
Chief of Logistics

LO/SS/ARL:mk (31 December 1953)

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